

#### Host or be hosted....

- Guidelines
- Comfortable and confident
- Good manners
- Role model
- Success

# Are you ready to dine with the Queen? No one is perfect!



True or false: Once you sit at a meal table, you should place your napkin on your lap.



True or false: One should not begin to eat until everyone is served and the host or hostess begins.



True or false: A salad fork is further away from the plate than the main meal fork in a proper table setting.



# True or false: It is considered rude to put salt and pepper on your food before tasting it.



True or false: Your drink is always placed on your left and solids on your right.



True or false: It is the hostess's responsibility to ask about dietary restrictions.



True or false: When you are completely finished with your meal, you should place your knife and fork with tines facing downward anywhere on your plate.



# True or false: Bread or rolls should be sliced and buttered prior to eating.



True or false: If you need to leave the table in the middle of a meal, you should place your napkin on the chair.



True or false: One should never cross his or her legs under the table.



True or false: If you drop a piece of silverware, you must pick it up immediately.



True or false: If someone brings food or drink as a hostess gift, you should serve it that evening.



## What is your style?

• Where will you entertain?

• Formal or informal?

• Pick a theme

Build your own pizzas or sundaes.

• Resources on website



#### Invitations

- Evite, hand written, printed
- Two weeks in advance, three in busy season
- Save the date
- Attire
- Children
- Formal events:
   two levels up
   and one level
   down





### Hostess Gifts

- Occasions that warrant a hostess gift are when you are being served a meal or are a houseguest
- A gift is not mandatory, but often appropriate
- Attach a note or calling card





#### RSVP



Some rules of etiquette can be bent to meet your needs, but this is not one of them.

#### As a guest, RSVP in 2-3 days if possible. As a host, follow up with a phone for RSVPs



## At the party....

#### As a guest:

Be on time...not early not late
Don't monopolize the host's time
Move from group to group, meeting many people
Thank the host/hostess as you leave
Nametags on the right side

#### As a host:

Greet your guests
It's your job to mingle
Introduce new guests to different groups...connect people
Allow guests to help if they ask

#### Introductions:

Present a man to a woman, younger to older, junior to senior "It's so nice to see you"



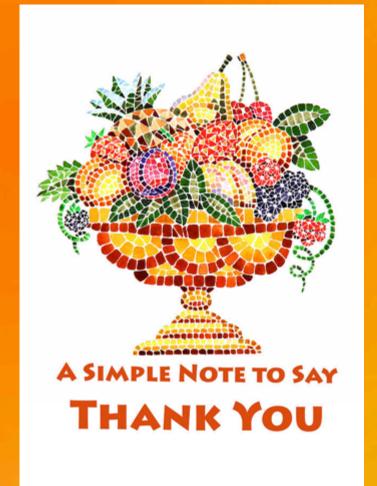
#### Thank Yous

Acknowledge a gift or event within a 2-3 days

While hostess gifts are optional, thank your are not.

Thank you notes should match the dignity of the occasion

Sent to hostess with the host mentioned in the note.



#### Websites and Resources

- www.Entertaining.about.com
- www.Perfectpotluck.com
- www.tableclothsfactory.com
- www.invitationconsultants.com
- www.styleblueprint.com
- Entertaining Diva Table settings, napkins folding, wine pairings, proper glasses, etc.
- There are many reference guides posted on the Cornerstone webpage.

Questions,
Comments
or Ideas?